



Production information release 1.0

<u>Production information</u>					
Production title:			Production company:		
Company Address:					
City:		Province:		Postal code:	
Telephone:			E-mail:		
Website:					
Production type: Feature film Commercial TV movie Student project TV series Music video Web series Other (specify)			Genre: Comedy Drama Horror/Mystery Reality Family Documentary Training/Corporate Other (specify)		
Country of origin: Canada USA Other (specify)					
Total budget (CAD):			Monies spent in Ottawa:		
Number of days in Ottawa:			Number of cast and crew:		
Filming timeline: <div style="display: flex; justify-content: space-between;"> From (mm/dd/yyyy): To (mm/dd/yyyy): </div>					

<u>Applicant information</u>		
Applicant name:		
Applicant company:	Applicant position:	
Applicant address:		
City:	Province:	Postal code:
Telephone:	E-mail:	
<p>Individual Applicant: I am applying for a film permit as an individual applicant.</p> <p>Production Company: I am applying for a film permit on behalf of a production company.</p>		
<p>COVID-19: I have reviewed the provincial and municipal public health recommendations and have plans in place to reduce the risks associated with the transmission of COVID-19.</p>		

<u>Invoice contact</u>		
Please provide the contact information for the purpose of billing or invoicing, if different than the main applicant.		
Name:		
Company name:	Position:	
Address:		
City:	Province:	Postal code:
Telephone:	E-mail:	

Application checklist

Before applying, please ensure the following support documents are included to avoid delays:

1. Ensure the application and indemnification form on the final page is signed
2. Attach the certificate of comprehensive/commercial general liability insurance, naming the **City of Ottawa (110 Laurier Ave West)** as the certificate holder as well as additional insured.
3. Ensure each separate location being requested has a corresponding location request form

Additional documentation may be required on a case-by-case basis. Examples of supplementary documentation include:

- Notice to residents and businesses
- Map of parking area request
- Traffic control plan for road closure
- Site plan
- Emergency plan
- Fireworks plan

Location Request

The application for filming shall be completed **five (5) to thirty (30) business days prior to the filming event** depending on the scope of the film event. For information regarding the criteria deadlines refer to ottawa.ca/filming.

Late applications that do not meet the minimum timelines outlined in the Film By-law (for standard applications, this is 5 business days) and require immediate prioritization are subject to the late application fees prescribed in “Schedule B” of the Film By-law.

If the production is filming at **multiple locations**, please fill in a Location Request Form for **each filming event and location**. If the Production Information and Applicant* Information sections have already been submitted to Event Central they do not need to be resubmitted for each addition filming event and location.

<u>Location information</u>			
Production name:		Production company:	
Onsite representative:			
Telephone:	E-mail:		
Filming location:			
Address: Between: _____ and _____			
Set up/Teardown dates mm/dd/yyyy	Start:		End:
Filming dates (mm/dd/yyyy)	Start:		End:
Hours of operation each day	Arrival/setup:	Filming:	Exit:

Rain dates (mm/dd/yyyy)
Total number of cast and crew at location:
Special Equipment: <div> <div>Drone</div> <div>Generator</div> <div>Dolly tracks</div> <div>Scaffolding</div> <div>Crane</div> <div>Lighting</div> </div> <div> <div>Picture Vehicles</div> <div>Animals</div> <div>SPFX equipment</div> </div> <div>Other (please specify)</div>

Are overnight accommodations for special equipment required?	Yes	No
Filming summary: Including type, purpose, scene description, special equipment, special effects (explosives, fire, smoke), sources of amplified noise, etc. Supplemental documents may be required.		

Notice to residents and businesses:

Event Central may determine that residents and businesses that are directly impacted or adjacent to the filming event must be notified in advance of the filming event. Please provide a copy of the notification, in both French and English, which is to be distributed 48 hours in advance of the filming event. Please include the following:

- The filming location
- Date(s) and time(s)
- A description of what will take place during filming and potential impacts such as, but not limited to street closures, detours and the addresses alternate access route.
- The telephone number of the production company and a direct contact that will respond to resident inquiries.
- Reference Ottawa Film By-law No. 2020-164

<u>Filming elements</u>									
<u>Parking on City streets or lots</u> (up to 5 business days to process)									
Does the production require the occupancy of a lane for the purpose of parking?								Yes	No
Arrival date (mm/dd/yyyy):			Time:		Departure date (mm/dd/yyyy):			Time:	
Street name:				Between:		and			
Side of street:		North	South	East	West	Total number of spaces:			
List all vehicle information (type, length, and height):									
<u>Use of lanes/sidewalks/pathways</u> (up to 5 business days)									

Does the production require non-exclusive use of a lane/sidewalk and/or pathway for the purpose of filming?	Yes	No
If yes, please provide location details.		
<u>Road closure</u> (up to 10 business days)		
Does the production require a road closure?	Yes	No
<p>If yes, please provide a detailed list of timing and anticipated right-of-way use/closures, including cross streets. You will be required to submit a route/road closure plan along with your application. Traffic control plans by a third-party company may be required for major intersections. Additional information regarding road closures can be found in the City of Ottawa Film Guidelines, available at Ottawa.ca/filming.</p>		

Noise exemption (up to 20 business days to process)**Will the event be applying for an exemption from the Noise By-law?**

Yes No

Note that a noise exemption is required for amplified sound and/or music operated above permitted decibel levels and/or outside of permitted hours. An application fee will apply.

*Please be advised that the processing time reference below are the minimum guaranteed turnaround times to approve filming events that involved the following list of film elements. **The City will continue to make every effort to shorten processing time whenever possible. Please select all that apply** so that Event Central can follow up with the production. For more information regarding additional film elements please consult the Ottawa Film Guidelines, available at Ottawa.ca/filming.

<u>Additional Elements</u>	Number of business days	
Firearms, guns, replica weapons	Up to 10	Yes No
Transit detours	Up to 10	Yes No
Paid duty officers (Police, Fire, Paramedics)	Up to 10	Yes No
Emergency personnel and/or equipment	Up to 10	Yes No
Pyrotechnics and/or fireworks	Up to 22	Yes No
Open air fire permit	Up to 14	Yes No
Movement of City-owned artefact(s)	Up to 10	Yes No

Notes:

Insurance Requirements, Indemnification and Waiver of Liability
Read the following carefully – Your legal rights are affected

Insurance

At least five (5) business days prior to the event, the applicant must provide proof that the production has obtained a General Liability Insurance Policy in relation to the filming event with limits of not less than **Two Million Dollars (\$2,000,000.00)** inclusive per occurrence for bodily injury, death and damage to property, including loss of use thereof. The General Liability Insurance Policy must be in the name of the individual applicant or the production company and must name the City as an additional insured. The General Liability Insurance Policy must include coverage for Cross Liability and shall contain an endorsement to provide the City with thirty (30) days written notice of cancellation or material change that would diminish coverage.

Fireworks

If fireworks are used in the event, all of the same terms and conditions of insurance shall apply and, in addition, the insurance certificate must include fireworks as an insured activity and the limits of the General Liability Insurance Policy must be increased to not less than **Five Million Dollars (\$5,000,000.00) inclusive per occurrence**.

Agreement to Indemnify and Hold Harmless

The individual applicant or the production company agrees to indemnify and save harmless the City of Ottawa from any and all claims, demands, causes of action, loss, costs or damages that the City of Ottawa may suffer or incur, resulting from the activities of the individual applicant or the production company in relation to the filming event whether with or without negligence on the part of the individual applicant or the production company, the individual applicant or the production company employees, directors, contractors, agents and volunteers.

Responsibilities & Acknowledgements of Applicant

Should the filming event be approved, I agree to the following as the individual applicant or on behalf of the production company for which this application is being made:

- To ensure the physical setting is kept safe for participants and the general public attending the event.
- In the event of an incident, to follow the “Incident Reporting Procedures” below. An incident includes; bodily injury to a participant, myself, the public or damage to City owned property or third party property:

- Call 911, Police, Ambulance, Fire etc., when assistance is required.
- Within the next working day advise Event Central 613-580-2424 ext. 38368.
- Cooperate with City of Ottawa staff, police, investigating authorities and the insurance companies involved.

To use City of Ottawa facilities and equipment provided to me, if applicable, in a manner consistent with its intended use and application

To abide by all applicable Federal, Provincial and Municipal laws, and the by-laws, rules and regulations, policies and procedures of the City of Ottawa I/the Production Company understand that the issuance of a Film Permit if one is required, or approval of this filming event, in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct myself/Production Company in a manner that does not contravene any Federal, Provincial or Municipal law.

Consent to Collection, Use and Disclosure of Personal and Other Information

Personal information on this form is collected for the purposes of administration, management and enforcement of the City's Film Permits and applications. Personal information along with other information provided with this application will be shared among authorized City staff for the purposes of administering and managing approvals and permits required for the film event. This information may also be shared with external agencies who have input or an interest in the film event. Questions concerning this collection may be addressed to: film@ottawa.ca or by calling 613-580-2424 ext. 38368.

I certify that I have read this entire application form and am fully aware of its terms and conditions and of my obligations created by it. I certify that I am 18 years of age. By submitting this application electronically, I hereby agree to the terms and conditions on my own behalf, or on behalf of the Production Company that is being represented or for whom this application is being made.

Name

Signature

Date (mm/dd/yyyy)